



Communities That Care

Community Plan Implementation Training

Phase Five

Trainer's Guide

*J. David Hawkins, Ph.D.,
and Richard F. Catalano, Ph.D.*

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Important Notice

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Introduction

Goal

The goal of the Community Plan Implementation Training is to ensure that the Community Board has the skills and resources necessary to implement the Community Action Plan and sustain the *Communities That Care* effort.

Objectives

After completing this training, participants will be able to:

- implement strategies to fund the Community Action Plan
- ensure high-fidelity implementation of tested, effective programs, policies and practices
- monitor program- and community-level outcomes and modify the plan as needed.

Audience

The participants in the Community Plan Implementation Training are the individuals who attended the Community Planning Training, as well as others who will be involved in implementing and evaluating the Community Action Plan. In particular, members of the Resources Assessment and Evaluation work group and representatives from each agency that will be involved in implementation should attend this training. Additionally, the Funding work group, select Key Leaders and local funding decision makers should attend the morning session on funding.

Agenda

Total training time including lunch and breaks is approximately 8.5 hours.

Module 1

Overview
(30 minutes)

Module 2

Funding the Community Action Plan
(150 minutes)

Lunch

(60 minutes)

Module 3

Ensuring High-Fidelity Implementation
(90 minutes)

Module 4

Evaluating Participant Outcomes
(90 minutes)

Module 5

Next Steps
(60 minutes)

Wrap-up and evaluations

(15 minutes)

(Morning and afternoon breaks of 10 minutes each)

Pre-training preparation

When the training is scheduled:

- Find out if there will be any participants who have not attended previous *Communities That Care* trainings. If so, they should review *Investing in Your Community's Youth* so they are familiar with the prevention-science concepts and the *Communities That Care* prevention-planning system when they attend the training. New participants should also be provided with the Community Assessment Report and Resources Assessment Report, and updated on the Community Board's activities to date.
- Talk with the Coordinator/Facilitator to ensure that all the milestones and benchmarks through Phase Four have been completed.
- The Community Action Plan should be complete and available at this training. If possible, have the Coordinator/Facilitator provide all participants with a copy of the Community Action Plan to review before attending the training.
- Review the community's Community Action Plan yourself, so you are familiar with it for this training.
- If the community is using an outside evaluator to conduct program evaluations, this person should be invited to the training, to participate in Module 4.
- Ask the Coordinator/Facilitator to complete the Implementing Agencies Matrix worksheet (available on the Coordinator/Facilitator's CD) to identify which agencies should be represented at the training and which will be collaborating. Ask him or her to bring copies of the completed matrix to distribute to training participants.

Materials to be sent to the Coordinator/Facilitator:

- list of audiovisual, beverage and snack needs
- recommended room setup
- copies of *Investing in Your Community's Youth* for new participants.

Equipment and materials:

- name tags
- roster of invitees
- copies of any letters or notices sent to invitees
- computer projector and laptop computer or overhead projector and transparencies
- flip chart/easel
- markers
- Post-it® notes
- wooden freezer-pop or craft sticks
- copies of the Community Action Plan for all participants, if not provided in advance.

Room setup:

- If the group is large, the room should be set up banquet style with round tables of six to accommodate small-group work. Place tables so all participants can see the front of the room.
- Provide drinking water at each table and a refreshment table in the back of the room.
- Place a small table for the computer or overhead projector at the front of the room. The projection screen should be large enough for all participants to see the slides.
- Place a trainer's table, registration table and resource table in convenient locations.

At least 60 minutes before start time:

- Make sure training equipment, participant materials and registration materials are set up.
- Place an easel sheet at the entrance with the message: "Welcome to the *Communities That Care* Community Plan Implementation Training."
- Prepare one easel sheet with the heading "Parking Lot" and two columns, one labeled "Questions" and the other labeled "Issues."
- Post an easel sheet with the community's vision statement on it in a prominent location.

Pre-training preparation

For Module 1:

Invite the chair of the Community Board to attend the training and provide a brief update of the Board's recent activities and a summary of the Community Action Plan, as outlined on slide 1-11.

For Module 2:

Work with the Coordinator/Facilitator to ensure that the Funding work group, as well as select Key Leaders and local funding decision makers (for example, community- and agency-level budget directors), are invited to attend this module. If you follow the standard agenda, these individuals can plan to attend just for the morning session and leave after Module 2.

Bring enough wooden freezer-pop or craft sticks for participants to complete the activity on page 2—4.

Familiarize yourself with the major federal funding programs mentioned in this module, such as Temporary Assistance for Needy Families (TANF) and Safe and Drug-Free Schools. Their Web sites are listed in Appendix 1.

For Module 4:

If an expert evaluator will be attending the training, have the Coordinator/Facilitator provide this person with a copy of the Community Action Plan and any other relevant background material before the training.

For Module 5:

Bring extra copies of the Work Plan worksheet.

Please remember to complete a Service Report for this training.



Communities That Care

Community Plan Implementation Training

Overview

Trainer's Guide
(30 minutes)

Module 1

Slides for Module 1

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Mouse-Click Icon

(for a computer-based presentation)

The mouse-click icon shows you what information will come up on the slide when you click. (Some slides use several clicks.)



Slide 1-1

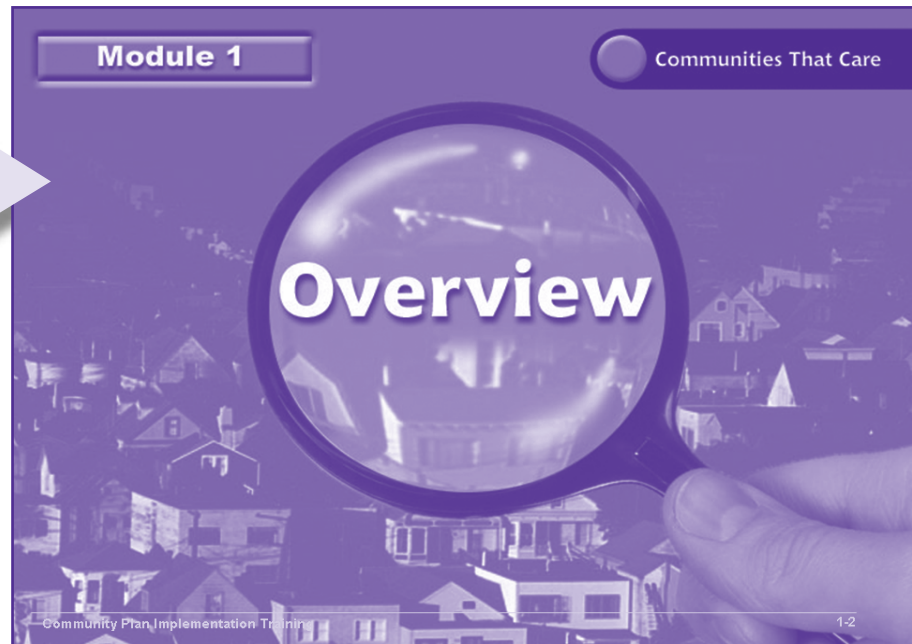
Notes

Welcome participants as they enter.



Slide 1-2

Notes



Participant introductions

Explain that one of the goals of this training is to create a high-functioning team, so you will be providing opportunities for the group to get to know each other during the course of the training.

Ask each participant to introduce him- or herself and explain how he or she has been involved in the *Communities That Care* effort thus far, and how he or she hopes to contribute as the community moves forward with implementation.

Nuts and bolts

- Explain how the “Parking Lot” will be used to capture any questions or issues that come up during the training but can’t be addressed at that time. Tell the group you will revisit the Parking Lot at the end of the training and make a plan for addressing any unresolved questions or issues at that time.
- Explain where the restrooms and telephones are located.
- Ask participants to turn off their cell phones and beepers.
- Discuss any additional housekeeping items, such as coffee or other refreshments.

Materials

Ask participants to open their Participant’s Guides. Explain that they have copies of all of the slides you will be using, as well as some worksheets for group activities and planning. The slide pages have a place for them to record notes. The appendices contain additional background information and sources for further reading. The binder pocket contains evaluation forms and a laminated chart showing the Social Development Strategy on one side and the risk factor/problem behavior matrix on the other. Ask if there are any questions about the Participant’s Guide.

Implementing the Communities That Care system

Communities That Care



Community Plan Implementation Training

1-3



Slide 1-3

Notes

As you know, the Communities That Care process involves five phases. The phases, and milestones and benchmarks associated with each, describe the key activities and tasks that need to be accomplished for the Communities That Care process to be successful.

You've worked hard over the past months collecting data about your community, identifying priorities, assessing resources and gaps, and selecting tested, effective strategies to address your community's priorities. The Community Plan Implementation Training (CPIT) helps you move to Phase Five: Implementing and Evaluating the Community Action Plan.

Remember, the Communities That Care process is ongoing. As you implement the programs, policies and practices identified in the Community Action Plan, you will be continually evaluating your progress. Future community assessments may reveal new priorities for your community to focus on. The process is cyclical. This training will help ensure that it is sustained.



Slide 1-4

Notes

Community Plan Implementation Training goal

Communities That Care

The goal of this training is to ensure that the Community Board has the skills and resources necessary to implement the Community Action Plan and sustain the *Communities That Care* effort.

Community Plan Implementation Training

1-4

Mental Set

How many of you were ever involved in a school or community production of some kind—a play or band concert, for example? Wait for a show of hands. What is the goal of a theater production? [Entertaining an audience, conveying a message, educating, celebrating, etc.] What does it take to reach that goal? [Selecting a cast, assigning roles, rehearsing, designing sets and costumes, etc.] In other words, a lot of planning. But what would happen if despite all the planning and rehearsing, nobody ever bothered to secure a location for the performance, or set a date, or advertise for it? [The performance would never happen.] The goal of this training is to help ensure that your community moves beyond planning and preparation to implementation. Otherwise, your community will never achieve its vision.

Review the slide.

Objectives

Participants will be able to:

- implement strategies to fund the Community Action Plan
- ensure high-fidelity implementation of tested, effective programs, policies and practices
- monitor program- and community-level outcomes and modify the plan as needed.



Community Plan Implementation Training

1-5

Communities That Care



Slide 1-5

Notes

Review the slide.



Slide 1-6

Notes



Here's an overview of what this training will cover.

- In this module, you'll be given an overview of the Community Plan Implementation Training and an update on the recent accomplishments of your Communities That Care team.
- In Module 2, we'll discuss strategies for funding the Community Action Plan. This is a key aspect of the milestone "Implementers of new programs, policies and practices have the necessary skills, expertise and resources to implement with fidelity."
- In Module 3, we'll continue covering the milestone "Implementers of new programs, policies and practices have the necessary skills, expertise and resources to implement with fidelity," as well as "Implement new programs, policies and practices with fidelity." High-fidelity implementation means implementing programs according to their original design to ensure their effectiveness. This module will cover steps to ensure high-fidelity implementation, including selecting and training implementers, and monitoring implementation to ensure fidelity.
- In Module 4, we'll cover the milestone "Conduct program-level evaluations at least annually." Your Community Action Plan should describe desired participant outcomes so you can monitor the effectiveness of programs, policies and practices on an annual basis. In this module, we'll discuss planning and conducting participant-outcome evaluations and how to use the results to improve the Community Action Plan. We'll also briefly discuss the milestone "Conduct community-level assessments at least every two years." Remember, you'll need to conduct a community-wide risk factor, protective factor and problem behavior assessment every two years to monitor your progress toward community-level outcomes.
- In Module 5, we'll wrap up the training by developing a work plan and confirming the next steps for moving forward with implementation.

Agenda

Module 1 Overview

Module 2 Funding the Community Action Plan

LUNCH

Module 3 Ensuring High-Fidelity Implementation

Module 4 Evaluating Participant Outcomes

Module 5 Next Steps

Wrap-up and evaluations

Community Plan Implementation Training

1-7

Communities That Care



Slide 1-7

Notes

Here's what today's agenda looks like.

Review the agenda.



Slide 1-8

Notes

Ground rules

Communities That Care

Everyone gets a chance to speak.

Everyone listens when someone has the floor. (No side conversations.)

One person talks at a time and doesn't get interrupted.

Respect others' perspectives and ideas. (No put-downs.)

Start and end on time.



Community Plan Implementation Training

1-8

Review the ground rules.

Communities That Care



Slide 1-9

Vision for healthy youth

Program-level outcomes

- **Decrease in problem behaviors**

- **Decrease in problem behaviors**

- Increase in protective factors
- Decrease in risk factors

- Increase in protective factors
- Decrease in risk factors

- Changes in participant knowledge, attitudes, skills or behavior
- Program implementation fidelity

- Changes in participant knowledge, attitudes, skills or behavior
- Program implementation fidelity

1-9



We know that a primary obstacle to the vision of a healthy future for our children is adolescent behavior problems. So we must eliminate or reduce those problem behaviors, and increase positive behaviors, if we hope to reach our vision. Behavior outcomes are long-term, measurable changes we hope to achieve in terms of increased positive behaviors and decreased problem behaviors.

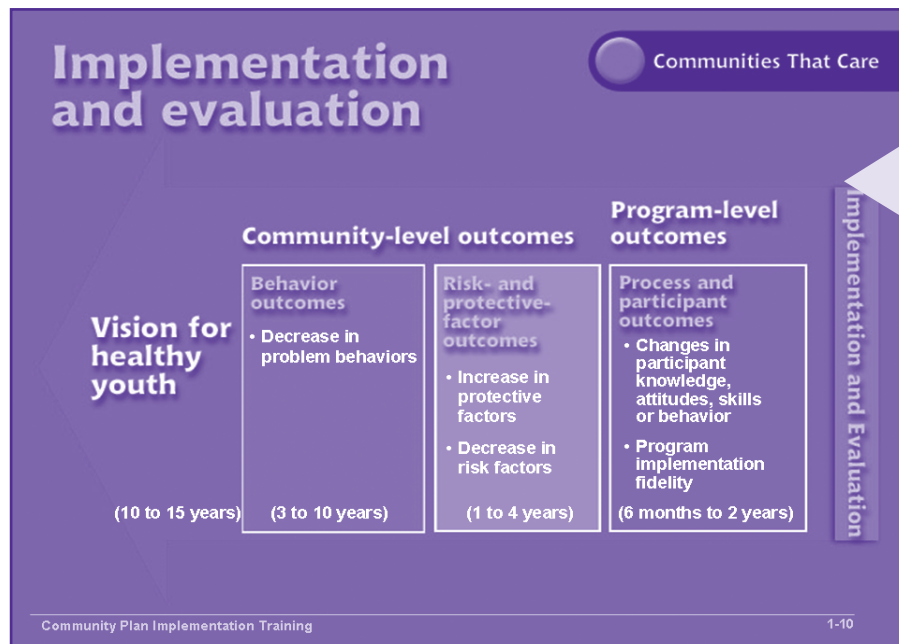
Notes



→ Since we know that risk factors increase the likelihood of problem behaviors and protective factors decrease the likelihood, we developed desired outcomes for your community's priority risk factors and the protective factors related to those priorities.



→ The last step in the planning process is selecting programs, policies and practices to achieve your community's desired risk- and protective-factor outcomes. You developed participant outcomes to measure changes in participants' knowledge, skills and behavior, and implementation outcomes to monitor the implementation of individual programs, policies and practices.



Slide 1-10

Notes

Of course, implementation and evaluation begin at the opposite end of the continuum, starting with program results and ending with your community's vision for healthy youth.

Review each item as you click it onto the screen.



Program-level outcomes can be measured six months to two years after implementation of tested, effective strategies.



Achievement of your community's desired outcomes for an increase in protective factors and a decrease in risk factors may take one to four years.



It can take three to 10 years to see a change in behavior outcomes.



And achieving your vision for healthy youth can take 10 to 15 years.



Slide 1-11

Notes

Community update

Communities That Care

- Recent activities and achievements
- Community Action Plan summary:
 - community priorities
 - community-level outcomes
 - prevention strategies selected to address the priorities

Community Plan Implementation Training

1-11

Ask the chair of the Community Board to attend the training and provide a brief update on the Board's recent activities and accomplishments, as well as summarize the Community Action Plan, as outlined on the slide.

Note: It is not necessary for the presenter to detail every program, policy or practice identified in the Community Action Plan. He or she should highlight the prevention strategies selected to address the community's priorities and achieve community-level outcomes.

Phase Five: Implementing and Evaluating the Community Action Plan Communities That Care

- Module 1** Overview
- Module 2** Funding the Community Action Plan
 - Milestone: Implementers of new programs, policies and practices have the necessary skills, expertise and resources to implement with fidelity.
- Module 3** Ensuring High-Fidelity Implementation
 - Milestone: Implementers of new programs, policies and practices have the necessary skills, expertise and resources to implement with fidelity.
 - Milestone: Implement new programs, policies and practices with fidelity.
- Module 4** Evaluating Participant Outcomes
 - Milestone: Conduct program-level evaluations at least annually.
 - Milestone: Conduct community-level assessments at least every two years.
- Module 5** Next Steps

Community Plan Implementation Training 1-12



Slide 1-12

NEXT UP

Notes

Let participants know that in the next module they will learn strategies for funding the Community Action Plan.

Notes